

EXPRESSION OF INTEREST (EOI)

CONSULTANCY SERVICES FOR THE PROVISION OF COMPREHENSIVE EVENT MANAGEMENT SERVICES FOR THE NAMIBIAN COLLEGE OF OPEN LEARNING (NAMCOL) 30TH ANNIVERSARY COMMEMORATIONS

NOTICE NUMBER: EOI/NCL-01/2026/27

Namibian College of Open Learning (NAMCOL)

1. Background

The Namibian College of Open Learning (NAMCOL) is a State-Owned Educational Institution mandated to provide accessible and quality open and distance learning opportunities to out-of-school youth and adult learners across Namibia.

In 2027, NAMCOL will commemorate its 30th Anniversary, marking three decades of contribution to education, human capital development, skills empowerment, and socio-economic transformation in Namibia.

The anniversary celebrations are intended to serve as a strategic institutional visibility and stakeholder engagement platform aimed at strengthening public awareness of NAMCOL's mandate, achievements, programmes, and future direction.

NAMCOL, therefore, invites Expressions of Interests (EOI) from suitably qualified and experienced service providers for the ***Consultancy Services for the Provision of Comprehensive Event Management Services for the Namibian College of Open Learning (NAMCOL) 30th Anniversary Commemorations***

2. Purpose

The purpose of this Expression of Interest is to identify and shortlist qualified service providers capable of planning, coordinating, managing, and executing the NAMCOL 30th Anniversary Celebrations and associated national outreach activities.

The successful service provider will be expected to provide integrated services about the College and its achievements in the last 30 years, including, but not limited to:

1. Anniversary event planning and coordination;
2. Public education awareness and regional outreach programmes;
3. Media and communication campaigns;
4. Technical production and event logistics;
5. Branding and promotional services;
6. Stakeholder and protocol management;
7. Marketing and selling of Gala dinner tickets;
8. Historical documentation and publication services;
9. Marketing and selling of the NAMCOL's documented history book;
10. Audio-visual documentary production; and
11. Post-event evaluation and reporting.

3. Scope of Services

The selected service provider will be expected to:

1. Develop a comprehensive anniversary implementation plan and master schedule;
2. Coordinate anniversary events, gala dinners, launches, exhibitions, and official ceremonies;
3. Conduct regional public awareness roadshows and stakeholder engagement activities;
4. Coordinate public education campaigns aligned to NAMCOL's mandate;
5. Provide staging, sound, lighting, décor, and audio-visual services;
6. Provide filming, photography, live-streaming, and documentary production services;
7. Produce branding materials, anniversary promotional items, and communication content;
8. Coordinate media liaison, publicity, and social media campaigns;
9. Conduct interviews and collect historical institutional information;
10. Write, edit, design, publish, and print a commemorative NAMCOL history book;
11. Produce two hundred and fifty (250) printed copies of the commemorative publication;
12. Provide monthly progress reports and final post-event reporting.

4. Required Documentation

Interested service providers must submit the following:

1. Valid Company Registration Certificate;
2. Valid Good Standing Tax Certificate;
3. Valid Good Standing Social Security Certificate;
4. Valid Certified Copy of Affirmative Action Compliance Certificate, proof of exemption, or proof from the Employment Equity Commissioner that the bidder is not a relevant employer;
5. Company Profile with traceable references;
6. Proven track record in event management, public engagement, branding, and outreach campaigns;
7. Minimum of three (3) signed reference letters for similar assignments completed within the last three (3) years;
8. Detailed descriptions of similar projects undertaken, including timelines and outcomes;
9. Team composition and qualifications of key personnel;
10. Technical proposal outlining methodology, implementation approach, timelines, and risk management plan;
11. Proposed public awareness and communication strategy;
12. Proof of experience in audio-visual production, filming, and media coordination;
13. Proposed branding and anniversary concept approach;
14. Financial proposal with detailed cost breakdown and VAT inclusive pricing;

5. Presentations

Shortlisted service providers will be required to make a presentation, outlining how they intend to execute this task.

6. Submission Instructions

All proposals with the Scope of Services attached, should be hand-delivered in a sealed envelope clearly marked:

**EOI: CONSULTANCY SERVICES FOR THE PROVISION OF COMPREHENSIVE
EVENT MANAGEMENT SERVICES FOR THE NAMIBIAN COLLEGE OF
OPEN LEARNING (NAMCOL) 30TH ANNIVERSARY COMMEMORATIONS**

Addressed to:

Procurement Management Unit
Namibian College of Open Learning
Private Bag 15008
Katutura
Windhoek, Namibia

The documents must be deposited in the Tender Box located at the NAMCOL Head Office, Ground Floor, on or before the closing date and time indicated in the invitation notice.

Late submissions shall not be accepted.


Dr Ngepathimo Kadhila
CHIEF EXECUTIVE OFFICE



